



<b>Program:</b> NRC	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b> \$0
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## Project Information

Review and edit the project information and contact information for the project director. To change the name or email of your project director, contact your program officer for assistance.

\* Required fields

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \* \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \* \_\_\_\_\_

State: Select one ▼

Postal code: \* \_\_\_\_\_

Phone: \* \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web address: \_\_\_\_\_

Home institution: \_\_\_\_\_

Project title: \* \_\_\_\_\_

World area: \_\_\_\_\_

Program officer: ()

These items are populated from your fellows' information.

■ Languages \*

■ Countries \*

■ Disciplines \*

Save

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## Additional Users

To add a user with permission to edit reports for this project, enter the person's first name, last name and email address. Please check if the user is your assistant/associate director, language coordinator, or outreach coordinator. The system will email login information to each added user.

To remove a user, clear the fields and click "Save."

\* Required fields

First Name *	Last Name *	Title	Phone	Email *	Check all that apply
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> asst/assoc director
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> language coordinator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> outreach coordinator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> asst/assoc director
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> language coordinator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> outreach coordinator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> asst/assoc director
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> language coordinator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> outreach coordinator

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## International Travel Approval Request

Enter the Travel Approval Request (TAR) information for each grant-funded participant traveling either to or from the U.S. or in-country.

\* Required fields

Participant name: \*

Travel to or from U.S.: \*  To  From U.S.

Title VI NRC funds used for travel: \* ☐ In-Country ☐ International

Type of participant: \*  Select one

Purpose of travel: \*  Select one

Purpose of travel explanation: \* (limit 2,000 characters)

(Provide a brief explanation of the purpose of travel. If the purpose is research, show relevance to program activities. Provide a justification for the travel relating it to the scope of the work. Indicate whether this funding was in the original approved budget.)

Discipline / Field:  Select all that apply

Country(ies): \* (For travel to the U.S., select the country the participant is traveling from.)

Select one

Select one

Select one

Select one

Select one

Title VI NRC funds expended: \* \$

Explanation of funds expended: \* (limit 2,000 characters)

(Provide a detailed itemized breakout of the funds expended, e.g., lodging, per diem, travel. Clearly explain all expenditures.)

Departure date: \*  (mm/dd/yyyy)

Return date: \*  (mm/dd/yyyy)

Comments: (limit 1,000 characters)

■ Participant's Departure Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

■ Participant's Return Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

Save and Add Another TAR

Save and Return to List

Submit to IEPS



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Narratives:	Status/Impact	Adjustments to Project	Exemplary Activities
-------------	---------------	------------------------	----------------------

## Status / Impact

Describe your progress in accomplishing planned grant activities in the current reporting period.

**Required field**

(limit 10,500 characters and spaces)

--

**Save**

**Save and Continue**

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Narratives:	Status/Impact	Adjustments to Project	Exemplary Activities
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## Adjustments to Project

For any planned activity that was scheduled to take place during the current reporting period, but did not, explain the circumstances. Indicate whether the activity will be rescheduled or if and how grant monies will be reprogrammed.

**Required field**

(limit 5,000 characters and spaces)

**Save**

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Narratives:	Status/Impact	Adjustments to Project	Exemplary Activities
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## Exemplary Activities

Identify and describe any exemplary activities that took place during the current reporting period as a result of having the grant.

**Required field**

(limit 5,000 characters and spaces)

--

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<b>Award #:</b>	<b>Amount:</b> \$	
<b>Project Director:</b>		
<b>World Area:</b>		

Administrative			Reports			
Project Info	Add User	TARs	Select, View, Submit Reports	Narratives	Budget	Report Data
Narratives:		Status/Impact	Adjustments to Project	Exemplary Activities	Priorities	

## Priorities

Describe any activities that took place during the current reporting period which address the invitational and competitive priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the relevant invitational and competitive priorities, click [here](#).

Required field

(limit 4,000 characters and spaces)

Save

Save and Continue





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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Development of Instructional Resources

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds.

\* Required fields

Type: \*

Title of resource: \*

Intended audience(s): \*   
Business  
Business executives  
Community organization  
Elementary and secondary education  
Federal government

(for multiple selections, hold down the "ctrl" or "apple" key and click)

Comments:(limit 1,000 characters and spaces)

[Save and New Entry](#)

[Save and Return to List](#)

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Report Screens:	<a href="#">Instructional Resources</a>	<a href="#">Bachelor's Degrees</a>	<a href="#">Master's Degrees</a>	<a href="#">Doctoral Degrees</a>	<a href="#">Placements</a>	<a href="#">Outreach</a>	<a href="#">Resource Leveraging</a>	<a href="#">Language Courses</a>	<a href="#">IAS Courses</a>	<a href="#">Publications</a>
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- Select each major discipline and enter the number of NRC program bachelor's degree graduates in that discipline.
- Include students who graduated between September 2006 and August 2007.
- Count each student only once.
- Click the "Save" button to redisplay the page with additional blank records, if needed.
- The total will be automatically calculated.
- The total degrees on this screen must be the same as the total bachelor degree placements on the Placements screen.

[illegible]

Save

Save and Continue



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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
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## Program Graduates - Master's Degrees Earned

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent from courses related to the center's program (excluding first and second-year language courses in French, German, Italian and Spanish) during his or her study for that degree.

- For each master's degree graduate, select the discipline and foreign languages of study.
- Include students who graduated between September 2006 and August 2007.
- The total degrees on this screen must be the same as the total master's degree placements on the Placements screen.

Enter the number of records to display (one for each student) and press the "Tab" key:

\* Required fields

Student No.	Discipline *	Language 1 *	Language 2
1	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>
2	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>
3	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>

Comments: (Limit 1,000 characters and spaces)

<div></div>
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Save

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## Program Graduates - Doctoral Degrees Earned

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent (excluding first and second-year language courses in French, German, Italian and Spanish) from courses related to the center's program during his or her study for that degree.

- For each doctoral degree graduate, select the discipline and foreign languages of study.
- Include students who graduated between and .
- The total degrees on this screen must be the same as the total doctoral degree placements on the Placements screen.

Enter the number of records to display (one for each student) and press the "Tab" key:

\* Required fields

Student No.	Discipline *	Language 1 *	Language 2	Language 3
1	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>
2	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>
3	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>

Comments: (Limit 1,000 characters and spaces)

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## Program Graduate Placements

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent (excluding first and second-year language courses in French, German, Italian and Spanish) from courses related to the center's program during his or her study for that degree.

- Enter the number of bachelor's, master's and doctoral degree recipients placed in the sectors listed.
- Graduates who are out of the job market are considered unemployed.
- Include students who graduated between September 2006 and August 2007.
- Totals will be automatically calculated.
- The total number of placements must equal the total number of graduates from the degree pages.

Sector	Bachelor's	Master's	Doctorates
Elementary or secondary education	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Federal government	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Foreign government	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Graduate study	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Higher education	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
International organization (in U.S.)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
International organization (outside U.S.)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Private sector (for profit)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Private sector (non-profit)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
State or local government	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unemployed or out of job market	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
U.S. military	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Students Placed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Students Awarded Degrees		0	0

Comments: (Limit 1,000 characters and spaces)

Select the Hiring Institutions for Doctoral Degree Higher Education Placements

Select all that apply  
Abilene Christian University  
Abraham Baldwin Agricultural College  
Adams State College  
Adelphi University  
Adler School of Professional Psychology  
Adrian College  
Agnes Scott College  
Aims Community College  
Air Force Institute of Technology

(Press the Ctrl or apple key and click to select more than one.)

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Master's  
Degrees

Doctoral  
Degrees

Placements

Outreach

Resource  
Leveraging

Language  
Courses

IAS  
Courses

Publications

## Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.

\* Required fields

Title of activity:  
(limit 500 characters and spaces)

\*

Target audience(s):

\* ☐ Select all that apply  
☐ Business  
☐ Business executives  
☐ Community organization  
☐ Elementary and secondary education

(for multiple selections, hold down the "ctrl" or "apple" key and click)

Presenter(s):

☐ Select all that apply  
☐ Doctoral student  
☐ Faculty of other institution  
☐ Grant Project Director  
☐ Independent Consultants

For broadcast events, select type:

Select one

Broadcast event audience scope:

Select one

City:

\*

State:

Select one

Country:

\* Select one

Dates of activity:

\* From:    To:     
mm dd yyyy mm dd yyyy

Total number of attendees:

\*

(Attendees are not required for broadcast events.)

Number of student attendees:

Number of educator attendees:

Language(s) addressed:



Select all that apply

Abron

Achinese (Achenese)

Acholi

Afar

Afrikaans

Aja-Gbe

Akan

Akkadian

Albanian

(for multiple selections, hold down the "ctrl" or "apple" key and click)

Activity outcomes:  
(limit 1,000 characters and spaces)

Partner(s):  
(limit 1,000 characters and spaces)

Comments:  
(limit 1,000 characters and spaces)

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## Outreach Defaults

Enter default values to pre-populate new outreach activities.

City:

State:

Language:

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<b>Program:</b> NRC <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b> \$ 0	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b> \$0
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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Resource Leveraging

For each category or activity conducted during the current reporting period, enter the amount that each funding source provided. The first column should include only funds from the Title VI NRC grant. The second column should include institutional funds and the last column should include funds from all other sources. If a specific category, activity or source of funding does not apply, enter the number 0 (zero). Totals will be automatically calculated.

\* Required fields

	Title VI NRC	Institutional Funds	Other Funds	Total
Outreach	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Commonly Taught Language Instruction (Chinese, French, German, Italian, Japanese, Russian, Spanish)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Less Commonly Taught Language Instruction	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Area Studies Instruction	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Language And Area Studies Instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Number of external grants and contracts relevant to the NRC obtained during the reporting period (exclude FLAS fellowships) \*

Total value of these grants \*

Faculty-obtained:

\$

Student-obtained:

\$

How has the Title VI NRC grant helped the NRC to obtain additional resources? \*

(e.g. university commitment money, other in-kind support or tenure-track positions created) (limit 2,000 characters)

Save

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses
									Publications

## Language Courses

Enter the following information for each language course taught during the current reporting period.

\* Required fields

Course title:	*	<input type="text"/>
Course number:	*	<input type="text"/>
Language:	*	Select one <input type="text"/>
Level:	*	Select one <input type="text"/>
Semester or quarter:	*	Select one <input type="text"/>
Contact hours per week:	*	<input type="text"/>
Is this course supported with Title VI NRC funds?	*	<input type="radio"/> Yes <input type="radio"/> No
Is this a new course?	*	<input type="radio"/> Yes <input type="radio"/> No
Comments: (limit 1,000 characters and spaces)		<input type="text"/>

### Sections

If this course has more than 3 sections, enter the number of sections and click "Display Rows."  [Display Rows](#)

Section Number *	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *
<input type="text"/>	Select one <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	Select one <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	Select one <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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	Master's Degrees	Doctoral Degrees
	Placements	Outreach
	Resource Leveraging	Language Courses
	IAS Courses	Publications

Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

## Instructions to Upload Course Records

### Step 1: Download the pre-formatted Excel spreadsheet for this screen.

- Click [Download preformatted language course spreadsheet](#) to save a copy of the spreadsheet to your desktop.
- You must use Microsoft Excel to enter data into the downloaded spreadsheet.
- If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for languages), contact the help desk at [irisHelpdesk@cbmiweb.com](mailto:irisHelpdesk@cbmiweb.com) for assistance.

### Step 2: Enter course records into the spreadsheet

#### I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values.
- For Language and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- No more than 1000 course records can be uploaded from one spreadsheet.**

#### II. Specifics for Language Course Records:

**Course Title:** Enter the title of the course as listed in your institution's course catalog.

**Course Number:** Enter the number of the course as listed in your institution's course catalog.

**Language:** Select the language taught in the course from the drop-down list. If the language is not the list, enter the language into the "Other" column.

**Level:** Select the level of the course at the institution by choosing from the drop-down list.

**Semester/Quarter:** Select the semester or quarter in which the course was given from the drop-down list.

**Contact Hours/Week:** Enter the number of classroom contact hours per week.

**Is course supported with Title VI monies?:** If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

**Is course a new offering?:** If the course wasn't previously offered at your institution, select "yes," otherwise "no."

**Comments:** Enter any further information you would like included with this course record. Limit 1000 characters.

#### Course sections

**Create a record for each section of a course.** If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

**Section:** Indicate the number of the section from your institution's course catalog.

**Classroom Instructor:** Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

**Enrollment:** The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be

greater than zero. Zero should be entered if a student type does not apply.

### Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for language courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this file to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the Language Courses page will display with a list of your courses and a message telling you how many records were loaded.
6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.

**Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.**

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## International and Area Studies Courses

An international and area studies course is defined as a course having at least 25% international content. Enter the following information for each international and area studies course taught during the current reporting period.

\* Required fields

Course title:	*	<input type="text"/>
Course number:	*	<input type="text"/>
Semester or quarter:	*	Select one <input type="button" value="v"/>
Contact hours per week:	*	<input type="text"/>
Discipline(s):	*	<div>Select all that apply Accounting Agriculture Anthropology Archaeology <input type="button" value="v"/></div> <small>(for multiple selections, hold down the "ctrl" or "apple" key and click)</small>
Is this course supported with Title VI NRC funds?	*	<input type="button" value="jn"/> Yes <input type="button" value="jn"/> No
Is this a new course?	*	<input type="button" value="jn"/> Yes <input type="button" value="jn"/> No
Nature of enhancements: (Required if course is not new)		Select one <input type="button" value="v"/>
Degree program this course applies to:		Select one <input type="button" value="v"/>
Comments: (limit 1,000 characters and spaces)		<div><input type="text"/></div>

### Sections

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *
<input type="text"/>	Select one <input type="button" value="v"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	Select one <input type="button" value="v"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="text"/>	Select one <input type="button" value="v"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

## Instructions to Upload Course Records

### Step 1: Download the pre-formatted Excel spreadsheet for this screen.

- Click [Download preformatted IAS course spreadsheet](#) to save a copy of the spreadsheet to your desktop.
- You must use Microsoft Excel to enter data into the downloaded spreadsheet.
- If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for disciplines), contact the help desk at [irisHelpdesk@cbmiweb.com](mailto:irisHelpdesk@cbmiweb.com) for assistance.

### Step 2: Enter course records into the spreadsheet

#### I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values.
- In the Discipline, Nature of Revisions, Degree, and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- No more than 1000 course records can be uploaded from one spreadsheet.**

#### II. Specifics for IAS Course Records:

**Course Title:** Enter the title of the course as listed in your institution's course catalog.

**Course Number:** Enter the number of the course as listed in your institution's course catalog.

**Semester/Quarter:** Select the semester or quarter in which the course was given from the drop-down list.

**Contact Hours:** Enter the number of classroom contact hours per week.

**Discipline:** In each course record, select at least one discipline as listed in your institution's course catalog. Three disciplines can be specified for each course in the disciplines columns. If a discipline is not in the drop-down, enter that discipline in the "Other Discipline" column. If a course has more than three disciplines, specify additional disciplines in the "Other Discipline" column as well.

**Is course supported with Title VI monies?:** If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

**Is course a new offering?:** If the course wasn't previously offered at your institution, select "yes," otherwise "no."

**Nature of Revisions/Enhancements:** If the course has been previously offered at your institution, select the type of revision or enhancement to the course, if any, from the drop-down list. If the revision/enhancement is not on the drop-down list, enter that revision in the "Other Revision" column.

**If this course can be applied toward a professional or pre-professional program:** If the course can be used to meet requirements for achieving a professional degree at your institution, select the professional degree program from the drop-down list. If the program is not on the drop-down list, enter the program in the "Other Program" column.

**Comments:** Enter any further information you would like included with this course record. Limit 1000 characters.

## Course sections

**Create a record for each section of a course.** If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

**Section:** Indicate the number of the section from your institution's course catalog.

**Classroom Instructor:** Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

**Enrollment:** The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

## Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for IAS courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this file to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the IAS Courses page will display with a list of your courses and a message telling you how many records were loaded.
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## Publications and Research Presentations

Indicate the total number of publications developed or written during the current reporting period.

Authored books:	<input type="text" value="0"/>
Conference presentations:	<input type="text" value="0"/>
Edited books:	<input type="text" value="0"/>
Book chapters:	<input type="text" value="0"/>
Refereed journal articles:	<input type="text" value="0"/>
Non-refereed journal articles:	<input type="text" value="0"/>
Working papers:	<input type="text" value="0"/>
Teaching cases:	<input type="text" value="0"/>
Other: (please specify)	
<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text" value="0"/>

Comments: (limit 2,000 characters and spaces)

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## Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from through . Totals will be automatically calculated.

\* Required fields

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period
Personnel	\$ <input type="text" value="0"/>
Fringe Benefits	\$ <input type="text" value="0"/>
Travel	\$ <input type="text" value="0"/>
Equipment	\$ <input type="text" value="0"/>
Supplies	\$ <input type="text" value="0"/>
Contractual	\$ <input type="text" value="0"/>
Other	\$ <input type="text" value="0"/>
Total Direct Costs	\$ <input type="text" value="0"/>
Total Indirect Costs (may not exceed 8% of direct costs)	\$ <input type="text" value="0"/>
Total Budget	\$ <input type="text" value="0"/>

Comments: (limit 1,000 characters and spaces)

**Budget attachment:** \* Excel spreadsheet only. Attach a spreadsheet with the proposed budget for the next one year budget period. (Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ \* ? " < > |).

Browse...

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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## Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from through. Totals will be automatically calculated. Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Budget Category	Title VI NRC Funds Reported on the Spring Report	Title VI NRC Funds Spent in the Spring Reporting Period	Title VI NRC Funds Spent in the Current Reporting Period
Personnel	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Fringe Benefits	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Travel	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Equipment	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Supplies	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Contractual	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Total Direct Costs	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Total Indirect Costs (may not exceed 8% of direct costs)	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Total Budget	\$ 0	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>

Comments: (limit 1,000 characters and spaces)

**Budget attachment:** \* Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed budget period. (Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ \* ? " < > |).

Browse...

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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